

PERMITTING & DEVELOPMENT
BUILDING
DIVISION
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PERMIT SUBMITTAL REQUIREMENTS FOR Adult Family Home

The purpose of this handout is to assist the public in complying with the detailed permit submittal requirements. It is not a complete list of permit or code requirements and should not be used as a substitute for applicable laws and regulations. It is the responsibility of the owner/design professional to review the submittal for completeness. Only complete applications will be accepted by the city for review.

PERMIT REQUIRED: A Compliance Permit and City inspections (building and fire code) are required for all Adult Family Homes (including change of ownership on pre-existing approved homes). Minimum life-safety dwelling requirements, i.e., for egress windows or doors, smoke alarms (detectors), fire walls, and minimum light and ventilation in habitable spaces, etc. is verified.

CODES: Current Edition Adopted

- International Residential Code
- International Building Code
- WAC Amendments R202 & R325
- WAC 388-76

ADULT FAMILY HOMES:

Adult Family Homes are private residential homes licensed by the Department of Social and Health Services (DSHS) where personal care, special care, and room and board are provided to not more than six (6) resident adults.

LOCAL SIGN REGULATIONS:

Because commercial signs are not permitted in single family zones, signs identifying licensed Adult Family Homes located in single family zones may not include advertising or identify the home as a commercial operation. Signs for Adult Family Homes may contain information such as the name, address or phone number of the home, and shall not exceed four (4) square feet in area (no sign permit is required). For more information on signs for Adult Family Homes that are located in commercial zones contact the Planning Division for sign area limitations, design criteria and permitting requirements.

SUBMITTAL REQUIREMENTS:

Adult Family Homes containing living facilities (including provisions for sleeping, eating, cooking and sanitation) **for six (6) or fewer residents** are subject to the following requirements:

1) PERMIT APPLICATION Form A

TWO (2) COPIES OF THE FOLLOWING:

- 2) Complete page one of the attached DSHS inspection checklist and submit with permit application Form A. (Pages 7, 8 and 9 shall be completed by the City Building Inspector.)
 Another useful checklist may also be found at: http://www.aasa.dshs.wa.gov/Professional/afh/documents/Adult%20Family%20Home%20Checklist.pdf
- 3) Floor plan of the home with the following information:
- Designate the use and size of all rooms and spaces including headroom (i.e., living room 10 feet by 12 feet, 8 foot ceiling, etc.)
- ☐ Dimension all sleeping rooms, windows and doors. Indicate window sill height.
- ☐ Show smoke alarms (detectors). See #4c below.
- ☐ Show location of all heating appliances and thermostats, (i.e., furnace, wall heaters, etc.)
- ☐ Each sleeping room shall be designated by at least one of the following State Licensing code requirements:

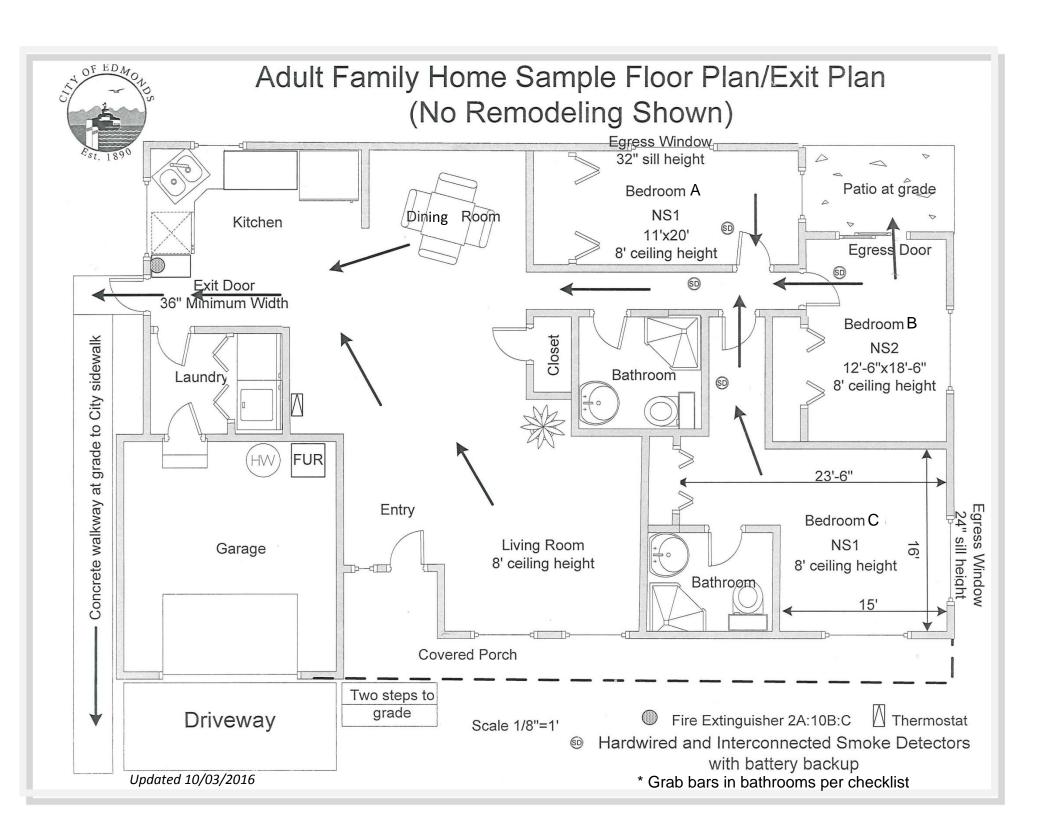
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REQUIREMENTS FOR Adult Family Home

Type S – where the means of egress Exit plan shall be posted in the house in a conspicuous place. contains stairs, elevators or platform lifts. ☐ Show location of fire extinguishers. Note, a Type NS1 – where one means of egress is minimum of 2-A:10-B:C fire extinguisher shall at grade level or a ramp is constructed in be provided at an approved location and be accordance with IRC Section 311.8 is easily accessible. provided. Type NS2 – where two means of egress **CITY BUILDING & FIRE INSPECTION REQUIREMENTS:** from the sleeping room are at grade level The following is inspected by City Building and Fire or ramps constructed in accordance with District 1 inspectors for compliance to the codes. IRC Section 311.8 are provided. ☐ Indicate the path of travel (including stairs, ☐ Address numbers shall be placed in a ramps, platform lifts, etc.) from sleeping rooms conspicuous place on the exterior of the to a yard, alley or public way (i.e., street or alley) building to be plainly visible and legible from ☐ If a ramp will be installed, separate permit the street or road fronting the property. approval is required regardless of height or Minimum size 6 inch letters of 3/4 inch stroke size. To obtain a Ramp Permit provide in a contrasting color to the building. construction details of how it will be Fire Extinguishers constructed and a site plan showing where it ☐ Fire Exit Plan will be located. Accuracy of floor plan Location, hard-wiring and interconnection of 4) Each sleeping room in the entire residence all required smoke alarms shall meet the following requirements: Inspection Checklist (pages 4, 5 and 6 of the ☐ Emergency egress. Egress is provided by either form) shall be completed by the City Building a door that leads directly to the outside OR a Inspector. Any items needing correction that window with a minimum net clear openable are noted during this inspection will require rearea of 5.7 square feet (5.0 sq ft minimum if at inspection for final approval. grade level). Windows must have a minimum clear openable height of 24 inches and Note: Site inspections may reveal additional minimum clear openable width of 20 inches. requirements and/or violations unrelated to the The window sill height cannot be more than 44 Adult Family Home which must be resolved before inches above the finished floor. No occupancy is granted and the City business license alternatives to the sill height such as steps. issued. raised platforms, or other devices placed by the openings will be approved as meeting FINAL APPROVAL REQUIREMENTS AND this requirement. **ISSUANCE OF CITY BUSINESS LICENSE:** ☐ Smoke alarms are required in each sleeping The Adult Family Home provider shall submit a room throughout the entire residence, in the copy of the State Department of DSHS Adult Family outside hallway of all sleeping room areas and on each floor of the residence. All smoke Home License to the Building Official within 10 days alarms shall be hardwired and of receipt from the State. interconnected throughout the entire home (IRC 314.2). Wiring shall be permanent without ☐ After the inspection has been approved and a disconnecting switch. Alarms shall sound an the State License has been received the City alarm audible in all sleeping areas of the Business License will be issued. Note, the dwelling unit in which they are located. Provider is required to have a City business ☐ All bedroom and bathroom doors shall be license prior to receiving residents. (Chapter openable from the outside when locked. Every 4.72 Edmonds City Code) closet that is provided with a door lock shall be readily openable from the inside. ☐ A Fire Exit plan shall be developed for emergency evacuation of residents and must be submitted to the City for review with the

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compliance permit. Once approved, the Fire



Adult Family Home (AFH) LOCAL BUILDING INSPECTION CHECKLIST

Code References: 2012 IRC Section R325 (WAC 51-51)

APPLICATIO	ON NUMBER:			
SECTIONS 1, 2, 3, AND 4 MUST BE COMPLETED BY APPLICANT BEFORE INSPECTION WILL BE PROCESSED				
SECTION 1 – PROPERTY INFORMATION				
SITE ADDRESS:	ASSESSOR'S TAX/PARCEL#:			
SECTION 2 – APPLICANT INFORMATION	N			
PROPERTY OWNER NAME:	DAYTIME PHONE:			
AFH LICENSEE NAME (IF DIFFERENT):	DAYTIME PHONE:			
SECTION 3 – FLOOR PLAN				
On a separate sheet of paper (8 $\frac{1}{2}$ x 11) draw a floor plan (including all floors) of your prospective AFH. Include all sleeping rooms (bedrooms) indicating which bedroom is: A, B, C D, E and F.				
Label all components for exiting i.e., stairs, ramps, platforms, lifts and elevators.				
SECTION 4 – DISCLAIMER/SIGNATURE BLC	ОСК			
I certify under penalty of periury that the information furnished by me is true and correct to	the best of my knowledge, and that I			

I certify under penalty of perjury that the information furnished by me is true and correct to the best of my knowledge, and that I am requesting or I am authorized by the owner of the above premises to request inspection for the operation of an Adult Family Home at this location. I agree to hold harmless the jurisdiction conducting such inspections, at my request, as to any claim (including costs, expenses, and attorneys' fees incurred in the investigation of such claim), which may be made by any person, including the undersigned, and filed against the jurisdiction, but only where such claim arises out of the reliance of the jurisdiction, including its officers and employees, upon the accuracy of the information supplied to the jurisdiction as a part of this application.

NAME/TITLE:			DATE:	
			D LICENSEE	

(Effective July 1, 2013.) WAC 51-51-0325 Section R325 — Adult family homes.

SECTION R325 ADULT FAMILY HOMES

R325.1 General. This section shall apply to all newly constructed adult family homes and all existing single family homes being converted to adult family homes. This section shall not apply to those adult family homes licensed by the state of Washington department of social and health services prior to July 1, 2001.

R325.2 Submittal standards. In addition to those requirements in Section 106.1, the submittal shall identify the project as a Group R-3 Adult Family Home Occupancy. A floor plan shall be submitted identifying the means of egress and the components in the means of egress such as stairs, ramps, platform lifts and elevators. The plans shall indicate the rooms used for clients and the sleeping room classification of each room.

R325.3 Sleeping room classification. Each sleeping room in an adult family home shall be classified as:

- 1. Type S Where the means of egress contains stairs, elevators or platform lifts.
- 2. Type NS1 Where one means of egress is at grade level or a ramp constructed in accordance with R325.9 is provided.
- 3. Type NS2 Where two means of egress are at grade level or ramps constructed in accordance with R325.9 are provided.

R325.4 Types of locking devices and door activation. All bedroom and bathroom doors shall be openable from the outside when locked.

Every closet shall be readily openable from the inside.

Operable parts of door handles, pulls, latches, locks and other devices installed in adult family homes shall be operable with one hand and shall not require tight grasping, pinching or twisting of the wrist. Pocket doors shall have graspable hardware available when in the closed or open position.

The force required to activate operable parts shall be 5.0 pounds (22.2 N) maximum. Required exit doors shall have no additional locking devices.

Required exit door hardware shall unlock inside and outside mechanisms when exiting the building allowing reentry into the adult family home without the use of a key, tool or special knowledge.

R325.5 Smoke and carbon monoxide alarm requirements. All adult family homes shall be equipped with smoke and carbon monoxide alarms installed as required in Sections R314 and R315.1. Alarms shall be installed in such a manner so that the detection device warning is audible from all areas of the dwelling upon activation of a single alarm.

R325.6 Escape windows and doors. Every sleeping room shall be provided with emergency escape and rescue windows as required by Section R310. No alternatives to the sill height such as steps, raised platforms or other devices placed by the openings will be approved as meeting this requirement.

R325.7 Fire apparatus access roads and water supply for fire protection. Adult family homes shall be served by fire apparatus access roads and water supplies meeting the requirements of the local jurisdiction.

R325.8 Grab bar general requirements. Where facilities are designated for use by adult family home clients, grab bars for water closets, bathtubs and shower stalls shall be installed according to this section.

R325.8.1 Grab bar cross section. Grab bars with a circular cross section shall have an outside diameter of 1 1/4 inches minimum and 2 inches maximum. Grab bars with noncircular cross section shall have a cross section dimension of 2 inches maximum and a perimeter dimension of 4 inches minimum and 4 5/8 inches maximum.

R325.8.2 Grab bar installation. Grab bars shall have a spacing of 1 1/2 inches between the wall and the bar. Projecting objects, control valves and bathtub or shower stall enclosure features above, below and at the ends of the grab bar shall have a clear space of 1 1/2 inches to the grab bar.

EXCEPTION: Swing-up grab bars shall not be required to meet the 1 1/2 inch spacing requirement.

Grabs bars shall have a structural strength of 250 pounds applied at any point on the grab bar, fastener, mounting device or supporting structural member. Grab bars shall not be supported directly by any residential grade fiberglass bathing or showering unit. Acrylic bars found in bathing units shall be removed.

Fixed position grab bars, when mounted, shall not rotate, spin or move and have a graspable surface finish.

R325.8.3 Grab bars at water closets. Water closets shall have grab bars mounted on both sides. Grab bars can be a combination of fixed position and swing-up bars. Grab bars shall meet the requirements of R325.8. Grab bars shall mount between 33 inches and 36 inches above floor grade. Centerline distance between grab bars, regardless of type used, shall be between 25 inches minimum and 30 inches maximum.

R325.**8.3.1 Fixed position grab bars.** Fixed position grab bars shall be a minimum of 36 inches in length and start 12 inches from the rear wall.

R325.8.3.2 Swing-up grab bars. Swing-up grab bars shall be a minimum of 28 inches in length from the rear wall.

R325.8.4 Grab bars at bathtubs. Horizontal and vertical grab bars shall meet the requirements of R325.8.

R325.8.4.1 Vertical grab bars. Vertical grab bars shall be a minimum of 18 inches long and installed at the control end wall and head end wall. Grab bars shall mount within 4 inches of the exterior of the bath tub edge or within 4 inches within the bath tub. The bottom end of the bar shall start between 36 inches and 42 inches above floor grade.

EXCEPTION: The required vertical grab bar can be substituted with a floor to ceiling grab bar meeting the requirements of R325.8 at the control end and head end entry points.

R325.8.4.2 Horizontal grab bars. Horizontal grab bars shall be provided at the control end, head end, and the back wall within the bathtub area. Grab bars shall be mounted between 33 inches and 36 inches above floor grade. Control end and head end grab bars shall be 24 inches minimum in length. Back wall grab bar shall be 36 inches minimum in length.

R325.8.5 Grab bars at shower stalls. Where shower stalls are provided to meet the requirements for bathing facilities, grab bars shall meet the requirements of R325.8.

EXCEPTION: Shower stalls with permanent built-in seats are not required to have vertical or horizontal grab bars at the seat end wall. A vertical floor to ceiling grab bar shall be installed within 4 inches of the exterior of the shower aligned with the nose of the built-in seat.

R325.8.5.1 Vertical grab bars. Vertical grab bars shall be 18 inches minimum in length and installed at the control end wall and head end wall. Vertical bars shall be mounted within 4 inches of the exterior of the shower stall or within 4 inches inside the shower stall. The bottom end of vertical bars mount between 36 inches and 42 inches above floor grade.

R325.8.5.2 Horizontal grab bars. Horizontal grab bars shall be installed on all sides of the shower stall mounted between 33 inches and 36 inches above the floor grade. Horizontal grab bars shall be a maximum of 6 inches from adjacent walls. Horizontal grab bars shall not interfere with shower control valves.

R325.9 Ramps. All interior and exterior ramps, when provided, shall be constructed in accordance with Section R311.8 with a maximum slope of 1 vertical to 12 horizontal. The exception to R311.8.1 is not allowed for adult family homes. Handrails shall be installed in accordance with R325.9.1.

R325.9.1 Handrails for ramps. Handrails shall be installed on both sides of ramps between the slope of 1 vertical to 12 horizontal and 1 vertical and 20 horizontal in accordance with R311.6.3.1 through R311.6.3.3.

R325.10 Stair treads and risers. Stair treads and risers shall be constructed in accordance with R311.7.4. Handrails shall be installed in accordance with R325.10.1.

R325.10.1 Handrails for treads and risers. Handrails shall be installed on both sides of treads and risers numbering from one riser to multiple risers. Handrails shall be installed in accordance with R311.7.7 through R311.7.7.4.

R325.11 Shower stalls. Where provided to meet the requirements for bathing facilities, the minimum size of shower stalls for an adult family home shall be 30 inches deep by 48 inches long.

[Statutory Authority: RCW $\underline{19.27.031}$ and chapters $\underline{19.27}$ and $\underline{34.05}$ RCW. 13-04-068, § 51-51-0325, filed 2/1/13, effective 7/1/13. Statutory Authority: Chapter $\underline{19.27}$ RCW. 10-18-036, § 51-51-0325, filed 8/25/10, effective 9/25/10. Statutory Authority: RCW $\underline{19.27.190}$, $\underline{19.27.020}$, and chapters $\underline{19.27}$ and $\underline{34.05}$ RCW. 09-04-023, § 51-51-0325, filed 1/27/09, effective 7/1/10. Statutory Authority: RCW $\underline{19.27.074}$, $\underline{19.27.020}$, and chapters $\underline{19.27}$ and $\underline{34.05}$ RCW. 07-01-090, § 51-51-0325, filed 12/19/06, effective 7/1/07. Statutory Authority: RCW $\underline{19.27.031}$ and $\underline{19.27.074}$. 04-01-109, § 51-51-0325, filed 12/17/03, effective 7/1/04.]

NAME OF AFH:

SECTION 5 <u>MUST</u> BE COMPLETED BY THE BUILDING DEPARTMENT IN THE JURISDICTION THE HOME WILL BE LOCATED.

PLEASE CHECK ALL APPLICABLE BOXES; MATCH THE LIST BELOW TO THE APPLICANT'S FLOOR PLAN – USING <u>THEIR</u> PROSPECTIVE RESIDENT BEDROOM DESIGNATIONS OF **A B C D E** AND **F** AND CLASSIFICATION CODE **S, NS1 OR NS2**.

SECTION 5 – BUILDING INSPECTOR'S INSPECTION CHECKLIST

R325.3 Sleeping Room Classification: Each sleeping room in an Adult family Home shall be classified as:

Type S – where the means of egress contains stairs, elevators or platform lifts to evacuate residents to public area.

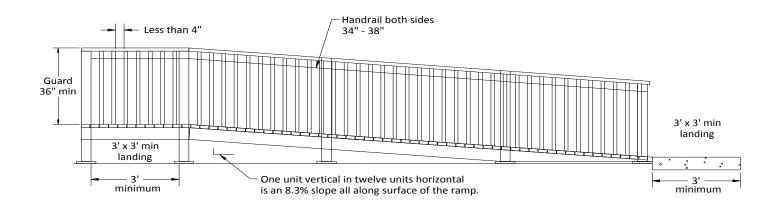
Type NS1 – where 1 means of egress at grade level (has no stairs) or ramp constructed compliant with R325.9 is provided to evacuate residents to public area.

Type NS2 – where 2 means of egress at grade level (both have no stairs) or ramps constructed compliant with R325.9 are provided to evacuate residents to public area.

SLEEPING ROOM A	☐ Type S	☐ Type NS1	☐ Type NS2	YES	NO
Closet door/s are readily openable from the inside	□No	Smoke alarm is installe	d in the bedroom		
Bedroom door opens easily and quickly from the outside when					
Sleeping room window has a net opening of 5.7 SF (minimum of		- .	20" wide)		
EXCEPT per R310.1.1: at-grade escape windows – may have ne					
Sleeping room window has a maximum sill height of 44" above					
SLEEPING ROOM B	☐ Type S	☐ Type NS1	☐ Type NS2	YES	NO
Closet door/s are readily openable from the inside	□No	Smoke alarm is installe	d in the bedroom		
Bedroom door opens easily and quickly from the outside when	locked				
Sleeping room window has a net opening of 5.7 SF (minimum of	dimensions a	t least 24"high; at least 2	20" wide)		
EXCEPT per R310.1.1: at-grade escape windows – may have ne	t clearance c	pening 5 SF			
Sleeping room window has a maximum sill height of 44" above	floor; no ste	ps under window permi	tted		
SLEEPING ROOM C	□ Type S	☐ Type NS1	☐ Type NS2	YES	NO
Closet door/s are readily openable from the inside	□No	Smoke alarm is installe	d in the bedroom		
Bedroom door opens easily and quickly from the outside when	locked				
Sleeping room window has a net opening of 5.7 SF (minimum of	dimensions a	t least 24"high; at least 2	20" wide)		
EXCEPT per R310.1.1: at-grade escape windows – may have ne	t clearance c	pening 5 SF			
Sleeping room window has a maximum sill height of 44" above	floor; no ste	ps under window permi	tted		
SLEEPING ROOM D	□ Type S	☐ Type NS1	☐ Type NS2	YES	NO
Closet door/s are readily openable from the inside	No	Smoke alarm is installe	d in the bedroom		
Bedroom door opens easily and quickly from the outside when	locked				
Sleeping room window has a net opening of 5.7 SF (minimum of			20" wide)		
EXCEPT per R310.1.1: at-grade escape windows – may have ne	t clearance c	pening 5 SF			
Sleeping room window has a maximum sill height of 44" above	floor; no ste	ps under window permi			
SLEEPING ROOM E	☐ Type S	☐ Type NS1	☐ Type NS2	YES	NO
Closet door/s are readily openable from the inside	□No	Smoke alarm is installe	d in the bedroom		
Bedroom door opens easily and quickly from the outside when					
Sleeping room window has a net opening of 5.7 SF (minimum of		<u> </u>	20" wide)		
EXCEPT per R310.1.1: at-grade escape windows – may have ne	t clearance c	pening 5 SF			
Sleeping room window has a maximum sill height of 44" above floor; no steps under window permitted					
SLEEPING ROOM F	☐ Type S	☐ Type NS1	☐ Type NS2	YES	NO
Closet door/s are readily openable from the inside	No	Smoke alarm is installe	d in the bedroom		
Bedroom door opens easily and quickly from the outside when	locked				
Sleeping room window has a net opening of 5.7 SF (minimum dimensions at least 24"high; at least 20" wide)					
EXCEPT per R310.1.1: at-grade escape windows – may have ne	EXCEPT per R310.1.1: at-grade escape windows – may have net clearance opening 5 SF				
Sleeping room window has a maximum sill height of 44" above floor; no steps under window permitted					

GENERAL	YES	NO
Bathroom doors are easily and quickly openable from the outside when locked		
Carbon Monoxide alarms are installed as required in R315.1 on each level of the home.		
Smoke alarms are installed on all levels of the dwelling, in each resident sleeping room, outside each separate sleeping area in the immediate vicinity of sleeping rooms (R314).	0	
Smoke and Carbon Monoxide alarms are installed in such a manner so that the audible warning may be heard in all parts of the dwelling upon activation of a single device.		
Access road and water supply meet local fire jurisdictional requirements.		
R325.4 Operable parts of door handles, pulls, latches, locks and other devices installed in AFH shall be operable with one hand and shall not require tight grasping, pinching or twisting of the wrist (lever-type).		
Pocket doors shall have graspable hardware available when in the closed or open position.		

R311.8 Ramps		YES	NO
Inside Ramp	N/A 🔲		
R311.8.1 Maxim	um Slope one unit vertical in twelve units horizontal (8.3% slope). (Exception R311.8.1 Not allowed in AFH)		
R311.8.2 Landin directions.	g Requirements: min. 3X3 foot landing at top/bottom, where doors open onto ramps, and where ramp changes		
R325.9.1 Handra	ills required on both sides of ramp in accordance with R311.8.3.1 – R311.8.3.3.		
Outside Ramp	N/A □	YES	NO
R311.8.1 Maxim	um Slope one unit vertical in twelve units horizontal (8.3% slope). (Exception R311.8.1 Not allowed in AFH)		
R311.8.2 Landin directions.	g Requirements: min. 3X3 foot landing at top/bottom, where doors open onto ramps, and where ramp changes		
R325.9.1 Handra	ills required on both sides of ramp in accordance with R311.8.3.1 – R311.8.3.3.		
Guards below	are depicted vertically as an example only. All Ramps must have Guards		



R311.2 Means of Egress	YES	NO
R311.2 Door must be side-hinged with min. width of 32 inches between face of door and stop. Height not less than 78 inches.		
R325.4 Operable parts of door handles, pulls, latches, locks and other devices installed in AFH shall be operable with one hand		
and shall not require tight grasping, pinching or twisting of the wrist (lever-type).		
R325.4 Required exit door hardware shall unlock inside and outside mechanisms when exiting the building allowing re-entry		
without use of key, tool or special knowledge. Required exit door shall have no additional locking devices.		
R311.7 Stairways N/A 🔲	YES	NO
R311.7.4.1 Riser Height: Max riser height shall be 7 ¾ inches (8 inches in structures built prior to July 1, 2004)		
R311.7.4.2 Tread Depth: Min. tread depth shall be in 10 inches (9 inches in structures built prior to July 1, 2004)		
R325.10.1 Handrails for Treads and Risers shall be installed on both sides of treads and risers numbering from one riser to multiple		
risers. Handrails shall be installed in accordance with R311.7.7.1 – R311.7.7.4		

R325.8 Grab Bars in Bathrooms N/A	YES	NO
Grab bars shall be installed for all water closets (toilets), bathtubs and showers according to R325.8.		
Water Closets (toilet) shall have grab bars installed on both sides according to R325.8 – R325.8.3.2.		
Bathtubs shall have two vertical and three horizontal grab bars installed according to R325.8 – R325.8.2 & R325.8.4 – R325.8.4.2		
Shower stalls have two vertical and horizontal grab bars mounted on all sides of shower according to R325.8 – R325.8.2 & R325.8.5 – R325.8.5.2.		
Shower stalls must be minimum size of 30 inches deep by 48 inches long (R325.11)		
AG103 – AG105 Swimming Pool, Spa, Hot Tub	YES	NO
AF105.2 Must be surrounded by a barrier that is 48 inches high, may have doors and or gates that must have audible alarms when opened.		
AG105.5 EXCEPTION: Pools, Spas or Hot Tubs with a safety cover which complies with ASTM F 1346		
INSPECTOR'S NAME (PRINT) INSPECTOR'S SIGNATURE DATE:		
INSPECTOR'S OFFICE ADDRESS PHONE NUMBER:		
Application and inspection checklist developed by Washington Association of Building Officials (WABO), in cooperation with Department of Social an Health Services (DSHS) for use by both departments and licensors. 07/01/2013	d	